



Kansas Health Policy Authority Operational Policy

Title: Reporting the Loss of Personally Identifiable Information Obtained from the Social Security Administration

Number: POL-IT:2007-07

Effective date: October 19, 2007

Date Revised: None

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Authority: POL-EX:2006-01

CATEGORY

Information Technology, Security

SUBJECT

Reporting the loss of Personally Identifiable Information (PII) to the Social Security Administration (SSA).

BACKGROUND

The Kansas Health Policy Authority (KHPA) is required to report any possible or suspected loss of PII obtained from SSA .

POLICY STATEMENT

KHPA has established procedures to ensure that when a KHPA employee or contractor/agent becomes aware of the possible or suspected loss of PII that was obtained from SSA, the KHPA Systems Security Issues contact or equivalent is immediately notified of the incident. Access to SSA data is confined to those KHPA employees or contractor/agent individuals who have a need to know this information. **Appendix A** contains a list of contractors/agents approved for access. **Appendix B** contains a list of data elements that KHPA obtains from SSA.

Please refer to the **Reporting Loss of PII Procedure** for instructions on reporting these possible or suspected losses.

SPONSOR/CONTACT

Chief Operations Officer

Appendix A – Contractors/Agents Approved for Access to SSA Data.

The following contractors/agents have been approved to access data that was obtained from SSA.

Kansas Department of Social and Rehabilitation Services (SRS)

Centers for Medicare and Medicaid Systems (CMS).

EDS.

MAXIMUS.

Kansas Department on Aging (KDOA).

Juvenile Justice System (JJA).

Kansas Foundation for Medical Care Inc. (KFMC).

Kansas Department of Health and Environment (KDHE).

HealthCare Management Systems (HMS).

Cerner Corporation.

Unicare of Kansas

Children's Mercy Hospital Family Health Partners

Cenpatico Behavioral Health

Kansas Health Solutions

Value Options

Kansas Health Institute

Heritage, Inc.

Fair Isaac

Mercer, Inc.

Lewin, Inc.

Appendix B – PII Data Elements Obtained from SSA.

The following data elements are obtained from SSA.

Social Security Income.

Social Security Income Type Code.

Medicare A, B or D Entitlement Information, including effective dates and claim numbers (aka HIC or HICN).